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Next 1 Page(s) In Document Denied

MEMORANDUM FOR: THE DIRECTOR

STAT The attached proposed Regulation [REDACTED]  
"Organization and Functions, Office of the Director,  
Special Assistant for Planning and Coordination",  
sets forth the mission and functions of The Special  
Assistant for Planning and Coordination.

The regulation as presented has the concurrence  
of Mr. Bissell.

Your approval is recommended.

STAT

[REDACTED]  
L. K. WHITE

Deputy Director  
(Administration)

APPROVED:

STAT

OCT 14 1954  
(DATE)

ALLEN W. DULLES

Dep Director

26 OCT 1954

~~CONFIDENTIAL~~

6-0889

30 September 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Revision of Regulation [redacted]  
Organization and Functions, Office of the Director,  
Special Assistant for Planning and Coordination  
(Job #699-TT)

1. The subject revision which is occasioned by the addition of paragraphs 6 and 7, Mission and Functions of the Special Assistant for Planning and Coordination is submitted for authentication.

2. This statement of the Mission and Functions of the Special Assistant for Planning and Coordination was submitted for publication by the Management Staff.

3. No coordination appears to be necessary since this is an assignment of responsibilities and duties by the Director to his Special Assistant.

[redacted]  
Chief, Regulations Control Staff

Attachment  
[redacted]

RCS/TT:mb

*Concur*  
[redacted]

*concur*  
[redacted]

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9 August 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: (1) [ ] Organization and Functions, Central Intelligence Agency  
(2) [ ] Organization and Functions, Office of the Director

1. Authority to publish a revision of [ ] and to rescind Figure I of [ ] is hereby requested.

2. The only basic change in the [ ] is reflected in the organization chart, copy of which is attached. It is planned to change the date of the existing [ ] to agree with the publication date of the revised chart and to change the rescission line to reflect the rescission of Figure I to [ ]

3. Revised functional statements for both [ ] are being prepared by the Management Staff but will not be ready in time to permit publication by 15 August, since a functional statement for the Special Assistant for Planning and Coordination, Office of the Director, has not yet been fully developed. The Chief of the Management Staff also advises that it is not planned to include an organization chart with the revision of [ ] since such a chart would merely duplicate the organization of the Director's Office as reflected on the Agency chart.

4. The attached organization chart was developed by the Chief of the Management Staff, and changes in the DD/P and DD/I portions have been approved by those Offices. A rough draft of this chart was tentatively approved by Mr. Earsan, who requested that a copy of the finished art work be presented to the Deputy Director of Central Intelligence for approval prior to publication.

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50X1 5. Inasmuch as the attached chart requires special handling, it is requested that you notify this Staff, [redacted] when it has been approved and we will make arrangements to have it picked up.

[redacted]  
Chief, Regulations Control Staff

STAT

Attachments:  
Organization Chart  
Approval Sheet

RCS/DIM:mb

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STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff

DATE: 5 5 1954

FROM : Asst. Management Officer, DD/I Area

SUBJECT:  Organization and Functions, Office of the Director

1. As we have already discussed, the functional statement for the SA/PC will not be ready in time to permit its inclusion in a revision of  by 15 August 1954. We hope to be able to forward to you within the next 30 days a functional statement for that office.

2. Anopos of the foregoing, it is recommended that Figure 1 to  the chart of the Office of the Director be rescinded by the revision of  which you now have in process.

3. In addition to the fact that the present chart for the Office of the Director is out of date, we consider a chart of that Office to be superfluous in the Organization series. The organization of the Director's Office is readily apparent from the Agency chart  which immediately precedes  in the Manual. Further, to be correct, in addition to the DCI and the DDCI, a chart of the Director's Office should include only the IG, the SA/PC and the Executive Assistant to the Director (with the Cable Secretariat). Accordingly we do not plan to submit a new chart with the revision of

*up approved  
DDP  
by activity 64-74  
100-  
see job # 5*



STAT

Aug 2 1954

Asst. to ID/I (Admin)

Asst. Management Officer, LL/I Area

Mission and Functions of Special Assistant for Planning and Coordination

50X1 1. We have been requested to assist in the preparation of a statement of mission and functions for the Special Assistant for Planning and Coordination, for inclusion in

50X1 2. As a beginning, we have listed on the attached sheet mission and function statements culled from regulations  (especially CIC),  which need to be considered in this connection.

50X1 3. Inasmuch as the mission and functions of the SA/PC have a direct relationship to those of the LL/I Offices, we should appreciate it if you would review the attached worksheet and indicate which of the responsibilities listed, should, in your opinion, remain with LL/I Offices and which should be transferred to SA/PC.

4. Any additional comments or suggestions you may have on this subject will be appreciated.

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Enclosure

Worksheet



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Asst. to DD/I (Admin)

AUG 2 1954

Asst. Management Officer, DD/I Area

Revision of Regulation

1. As you are aware, certain pages of  (organization and functions of the DD/I Offices) need revision as a result of the elimination of OIC.

2. Attached as Tab A are the pages of this regulation which appear to us to need immediate revision, with our suggestions and/or questions as to change.

3. We are being pushed by the DD/A to have the organization series of Agency Regulations up to date by 15 August 1954. We should therefore appreciate it if you would review  and submit copy for the necessary revisions as promptly as possible. If the revisions are adequately covered on the attached pages, we suggest you indicate DD/I approval thereon and return those sheets as the new copy.

4. Please note in particular our questions on pages 5 and 9 of  with respect to additions to the functions of CCI and ORR. These questions arise because of the announcement in  1 July 1954 (Tab B) of the appointment from CCI of a representative to the Interagency Priorities Committee, and from ORR of the chairman of the Advisory Committee on Foreign Language Publications.

SIGNED

STAT

2 Enclosures

Tab A -

Tab B -

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Asst. to DD/I (Admin)

AUG 2 1954

Asst. Management Officer, DD/I Area

Revision of Agency Regulations  4 May 1951 and   
22 September 1952

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50X1  
1. As a result of the elimination of the Office of Intelligence Coordination, the Agency regulations on Coordination of External Research  and on Interagency Operational Liaison  appear to need revision.

2. You may already have this underway. In any event we should appreciate it if you would let us know what the DD/I plans are with respect to these two regulations.

SIGNED

STAT

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JUL 6 - 1954

[redacted]  
Assistant Management Officer, DD/I Area  
Chief, Regulations Control Staff

Revision of [redacted]

REF. : Notice [redacted]

1. Your attention is called to the referenced Notice which abolishes the Office of Intelligence Coordination and states that revisions of certain Agency Regulations will be made at an early date.

2. In accordance with the procedures developed at our recent Staff meeting, it is requested that you furnish this Staff with revisions of [redacted] together with changes which may be required in the organization charts.

3. For your information, there is attached hereto a proposed revision of [redacted] which was initiated by this Staff in March 1954 but which was suspended until such time as other revisions to [redacted] might be necessary. A copy of my memorandum to the DD/A and [redacted] comments with regard thereto are also attached.

[redacted]